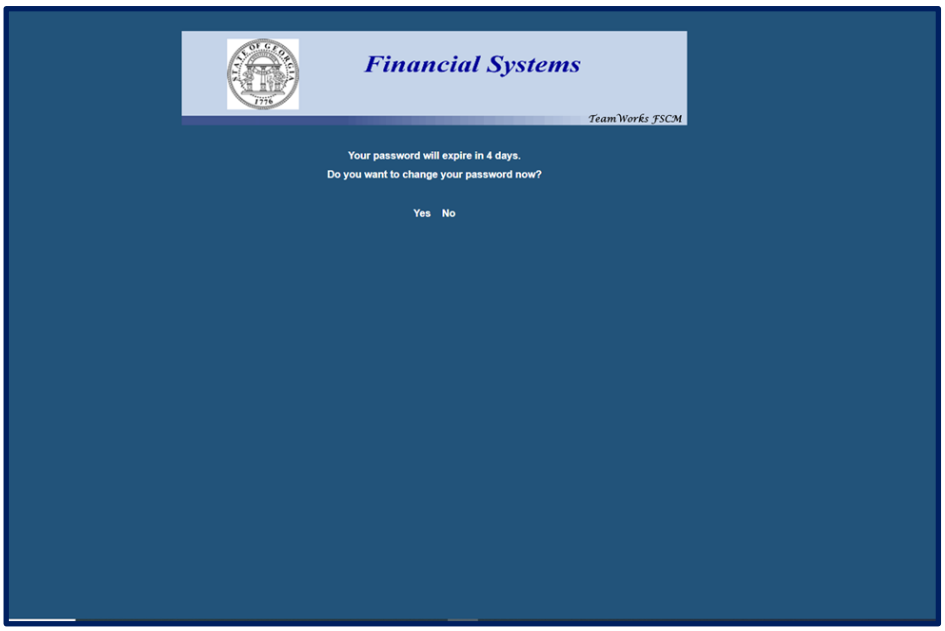
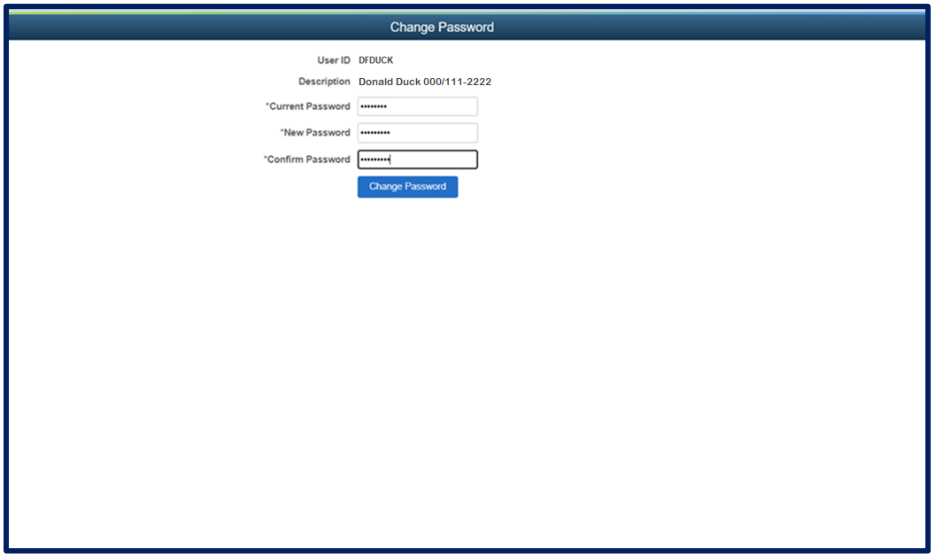
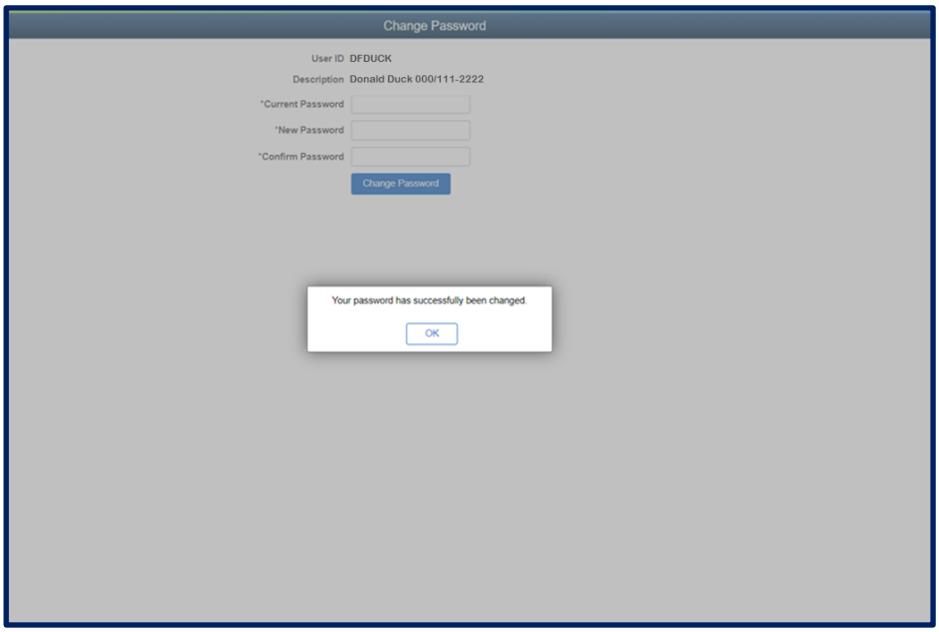
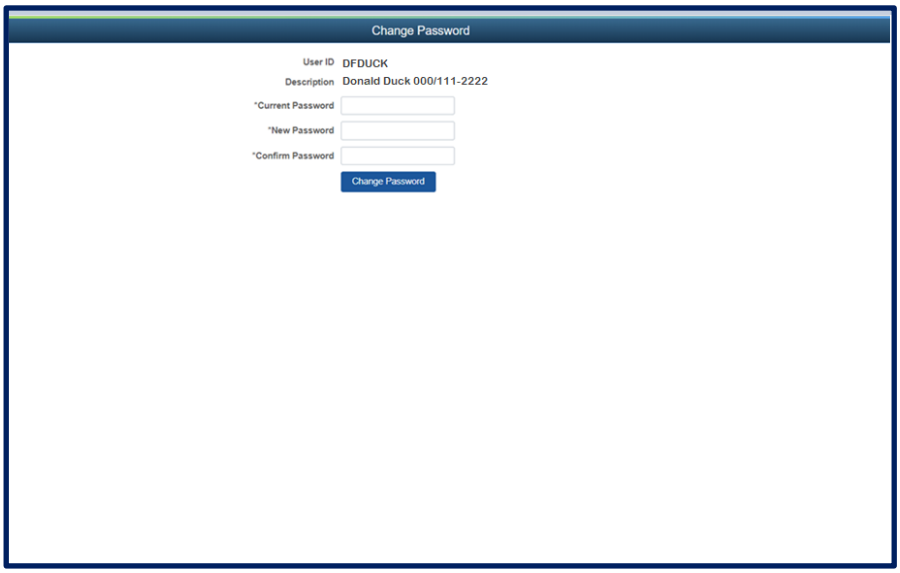
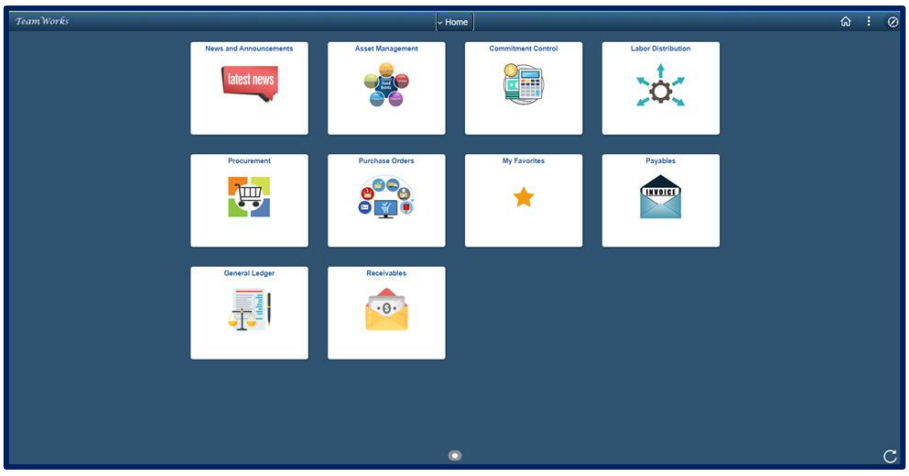
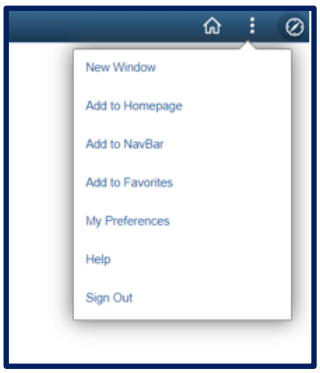
Resetting an Expired Password

Step	Action
1.	The user should log into Financial Services by entering the appropriate information into the **User ID** and **Password** fields.
2.	Click the **Sign In** button.

Step	Action
3.	Once a user signs in, if a password is set to expire, a page will display giving the user the option to change now or at a later time.  **Note**: If the password has already expired, users will be prompted to change the password immediately.
4.	If the user clicks **"Yes"** to change the password, the **Change Password** pages displays. The user must now enter the appropriate information into the **Current Password**, **New Password**, and **Confirm Password** fields. 

Step	Action
5.	Click the **Change Password** button.
6.	A confirmation page displays informing the user that the password reset is successful. The new password is available for use. 
7.	Click the **OK** button.

Step	Action
8.	Once the user clicks **Ok**, the page defaults back to the **Change Password** page. 
9.	The user must now click on the **Home** button located in the top right corner of the page or the **three dots** located next to the **Home** button in order to sign out.
10.	Click the **Home** button.
11.	The user is now taken to the **Home** page. 

Step	Action
12.	Click **Sign Out**: 
13.	**Congratulations!** You have successfully changed your password. **End of Procedure.**